

Section 5.2.1 OPTIONS MENU

TKU Options

Approval Path Tab

Purpose	This section provides the procedures to define TKU approval paths for various functions of DCDS at the TKU level by using the Approval Path tab.
Tab	Approval Paths
Reminders	<ol style="list-style-type: none"> 1. The Approval Paths tab is accessed through the <u>O</u>ptions, <u>T</u>KU Options items on the Menu bar. 2. Each agency must choose the approval paths that will be followed for each function in DCDS. Each function may have a different approval path. Each approval path may consist of various steps based on how the agency has implemented the data collection process. 3. All adjustment transactions require on-line approval before they can be processed. 4. Listed below are the approval options available to select in DCDS: <ul style="list-style-type: none"> ■ Supervisor Approval - For each type of transaction, supervisor approval on the system may be specified as mandatory. Timesheets will always require supervisor approval, but the TKU may be maintaining a set of paper timesheets with timekeepers entering all data. In this case, supervisor approval may be noted on the paper and not required by the system. Other transactions, such as Labor Distribution or Data Collection, might not need supervisor approval and only require on-line approval by the Personnel or Finance office. ■ Agency Personnel Approval - Some functions will require approval by the agency's Human Resources or Personnel staff prior to release. ■ Financial Approval - Some functions will require approval by the agency's Financial staff prior to release. <p><i>Continued</i></p>

DCDS Define TKU Approval Paths

Reminders <i>(Continued)</i>	<ul style="list-style-type: none">■ OFM Approval - Some functions will require approval by DMB - Office of Financial Management staff prior to release.■ Civil Service Approval - Some functions may require approval by Department of Civil Service staff prior to release.
References	<i>No specific references.</i>

Approval Paths Tab

The following window is displayed when the selection criteria is entered and the Approval Path tab is selected. The steps are described on the following pages.

DCDS

File Edit Options Functions Params Reports Window Help

TKU Options

Selection Approval Path Hours Types Notification TA Options

Department: 01 Executive Office
Agency: 01 Office of The Governor
TKU: 001 Employees Paid Biweekly Rate

Function	Action 1	Action 2	Action 3	Action 4	Action 5
Earn Rate Adj	APCS	APOF			
Time	APOF				
Activity	AFFA	APPR			

1

2

3

4

New Delete Save Close

Ready

DCDS Input Procedures - Approval Paths Tab

Follow the steps below to define TKU approval paths.

Step	Field Name	Action
1	Function	<p>Select the function from the dropdown list for which an approval path is being defined. Listed below are the functions in the dropdown list that may be selected.</p> <ul style="list-style-type: none">■ Time■ Activity■ Equipment■ Leave or Overtime Requests■ Employee Leave or Overtime Request■ Timesheet Adjustment■ DCH - Data Collection Hours Adjustment Only■ DCC - Data Collection Coding Block Adjustment Only■ DCB - Data Collection Both Coding Block and Hours Adjustment■ DCGH - Data Collection GPA and Hours Adjustment■ DCGB - Data Collection GPA and Both a Coding Block and Hours Adjustment■ Labor Distribution Adjustment■ Equipment Distribution Adjustment■ Equipment Rate Adjustment■ Earnings Rate Adjustment

Approval Paths Tab

Step	Field Name	Action
2	Action 1 - 5	<p>Select the desired approval action from the dropdown list for the TKU approval path being defined. A user can choose up to 5 approval actions. The options available are:</p> <ul style="list-style-type: none">■ Supervisor Approval (APPR)■ Agency Personnel Approval (APPA)■ Agency Financial Approval (AFFA)■ DMB Office of Financial Management Approval (APOF)■ Department of Civil Service Approval (APCS)
3	Delete button	<p>If deleting the TKU approval path for the highlighted TKU, click on the Delete button located at the bottom of the window (or press Alt + D). A pop-up window displays to confirm the delete action. Click the Yes button to delete. Click the No button to cancel the action and remove the window.</p>
4	Save button	<p>Click on the Save button located at the bottom of the window (or press Alt + S) to save the TKU approval path just defined.</p>